Conemaugh Township Area Elementary School

Legally Excused Absence Request

Dear Parent or Guardian:

This letter and form are in accordance with the district's attendance policy as stated in the board policy manual and the student handbook. It is the policy of this school that students who take time off during school hours are required to submit in writing the dates and reason of time off to the school principal **at least one week prior** to the absence. Students may use up to three educational experience days per year that will be considered excused. Students who take time off during school hours do so with the full understanding that they are responsible for the work covered during their absence. **Students must arrange with teachers to obtain school work prior to the absence.** The work must be made up in a reasonable amount of time and may require completion in school, which may necessitate the loss of recess time. Your cooperation is greatly appreciated.

Mrs. Sam Rosa
Elementary School Principal

Student's Name _____ Grade _____

Dates of Absence: from _____ to _____

Please check one:

_____ Participation in 4H/FFA project (counted as a parent written excuse)

_____ Observance of a religious holiday (counted as a parent written excuse)

_____ Participation in National Veterans' Organization (counted as an educational experience, if documentation from Veterans' Organization is provided confirming visit on that day.)

_____ Non-school sponsored educational experience (max. 3 days, counted as an educational experience)

List the destination and content of the educational experience:

_____

_____ I will help my child to complete all the make up work upon return to school. I understand my child may need to stay in for recess to complete any missed quizzes or tests.

Parent's Signature _____ Date _____

For office use only:

Principal's Approval _____ Date _____

Absences will be categorized as:

Date(s) _____

Type

___ Parent Written Excuse(s)

___ Educational Experience Day(s)

___ Unexcused Absence(s)

Date(s) _____

Type:

___ Parent Written Excuse(s)

___ Educational Experience Day(s)

___ Unexcused Absence(s)

Date received _____

Copies sent to _____

_____

Updated September 2026